



**FRANKLIN COUNTY
PUBLIC FACILITIES MANAGEMENT
373 South High Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Facilities Project Manager
(Non-Bargaining Unit) **PCN:** 033616

REPORT TO: Superintendent, Construction **P.R.:** N17

RESPONSIBILITIES: Manage construction projects in the field. Write, review and edit: specifications and drawings, requests for proposals, and requests for qualifications. Determine project budget. Research information on products, methods, contractors, etc., to provide improved delivery of completed projects. Conduct competitive bidding. Solicit and select design professionals, construction managers, and commissioning authorities. Meet with architects and/or engineers to discuss project specifications and progress. Inspect construction for compliance with specifications. Create, prepare, and process contracts, resolutions, and fiscal paperwork. Interpret law and legal documents. Research and provide information to investigators and attorneys to resolve disputes. Create and maintain project files. Provide technical assistance to supervisors and maintain a contract document database.

MINIMUM QUALIFICATIONS: Bachelor's degree in business, facility management, or related field with three (3) years of construction project management or related experience; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: Experience with commercial construction project management and/or corrections facilities. Proficient in architecture, engineering, construction and/or project management software systems. Has completed high-rise safety training.

STARTING SALARY: \$26.14/hour, plus a comprehensive benefits package.
180 day probation

DATE POSTED: Monday, August 3, 2015

DEADLINE TO APPLY: Friday, August 14, 2015

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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